

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

November 10, 2004

A meeting of the Idaho Emergency Communications Commission was held on this date in Room 420, Idaho Statehouse, Boise, Idaho. Vice-Chairman Wills called the meeting to order at 9:05 a.m.

Members Present:

Representative Rich Wills, Commission Vice-Chairman
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Teresa Baker, Ada County Prosecutor's Office
Clint Berry, Qwest, Boise
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member
Commissioner Matt Beebe, Canyon County Commission
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS)
Bill Bishop, Director, Bureau of Homeland Security (BHS)

Members Absent:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Dennis Johnson, Division Chief, Emergency Medical Services, Boise Fire Department
Gary Aman, Owyhee County Sheriff
Ben Estes, Retired Chief, Pocatello Fire Department

Others Present:

Pam Ahrens, Director, Department of Administration
Trish Stack, Office of the Governor
Dodie Collier, Statewide Interoperability Executive Council (SIEC)
Joe Roche, Department of Administration

Rich Elwood, Information Technology Resource Management Council
Greg Zickau, Information Technology Resource Management Council
Rick Thompson, Department of Administration
Scot Maring, Department of Administration
Diane Blume, Department of Administration
Lorraine Elfering, Canyon County
Roger Sharp, Canyon County
Bill Doolittle, 911insight Management Consulting

Approval of Minutes

MOTION: Commissioner Moore moved and seconded by Commissioner Lemm that the minutes of the October 7, 2004 Idaho Emergency Communications Commission meeting be approved as written. The motion passed unanimously.

Financial Reports

Operating Budget: Mr. Rick Thompson, Department of Administration's (DoA) Internal Management Systems Administrator, reviewed the Commission's current budget. Very few funds have been spent since the Commission last met, he said, most of which are meeting-related. Currently, DoA has expended \$1,819, which has subsequently been reimbursed by the Bureau of Homeland Security (BHS). In a letter to Chairman Nancolas and Director Ahrens, Commissioner Bishop authorized BHS funding for operation of the Commission in the amount of \$30,000 to be utilized between August 1, 2004 and January 30, 2005. The Department was asked to track payments made with BHS funds separate from those expenses made from funds received through county assessments.

Sources and Uses of Funds: Anticipated annual revenues through the collection of county assessments are estimated at \$114,700, Mr. Thompson explained. To date, during the first "county quarter" (10-1 through 12-31), the Commission has received \$2,063—mostly from Bannock County, and some from Gem County.

Operations Procedures Committee Report

Rules for Addressing Requests for Mediation

At its last meeting, the Commission approved a set of mediation rules. Since, on behalf of the Commission, Commissioner Guilfooy issued a *Notice of Temporary and Proposed Rulemaking With No Public Hearings*. This notice is a requirement as part of the rulemaking process, she said.

Temporary Rules, she reiterated, can be effective right away—in this case, the Commission’s temporary and proposed mediation rules will be effective December 1. Temporary rules do not get an individual public hearing, unless the Legislatures requests that one be scheduled. Formal action will be taken on these rules during the 2006 Legislative session.

Miscellaneous Correspondence

Vice-Chairman Wills addressed two letters and an e-mail message that were sent to the Commission’s attention since its last meeting.

The first letter from the **Twin Falls County Prosecuting Attorney’s Office** is a request for mediation in regard to its consolidated emergency 911-communication system, SIRCOMM.

Upon discussion, Vice-Chairman Wills noted a letter would be sent by the Commission to the Prosecuting Attorney’s Office, along with a set of its mediation rules, asking for additional information, as a requirement of the rules. At its next meeting in January, the Commission will address any responses received from the Prosecuting Attorney’s Office.

A letter was also received from the **Board of Blaine County Commissioners** questioning the legitimacy of assessments. The Idaho Association of Counties has contacted Blaine County since this letter was sent and answered its stated concerns, Commissioner Baker reported. An acknowledgement letter will be sent on behalf of the Commission.

Finally, an e-mail from Bill Doolittle of **911insight Management Consulting** was received informing the Commission that it had been retained by the Joint Powers Board for E911 of Nez Perce County and the City of Lewiston to develop a wireless 911 implementation plan. Mr. Doolittle was present to explain that the first phase of this project involves planning, establishing budgets, and negotiating agreements with a carrier. As the Joint Powers Board proceeds with its planning, it will share some of that information with the Commission, he said.

Budget Committee Report

RFP Process for Hiring a Consultant

Mr. Lyle Gessford, State Purchasing Manager, provided an overview of the state’s Request for Proposal (RFP) process. Under the Division of Purchasing rules and regulations, the Commission has the capability to procure services of a contract consultant up to \$50,000 without a formal bid process. If this is the case, the Commission could conduct an informal solicitation process to easily and quickly obtain the services of a consultant. If services exceed \$50,000, a formal RFP process would be

necessary, which could take between 90 and 120 days for a contract to be signed from the time the RFP is issued.

Commissioner Gainor referred to the Commission's Priority Listing created during its inaugural meeting. An item rated as high importance was the issue of evaluating and assessing a baseline by county of enhanced 911 capabilities. The first step toward accomplishing this would be to develop a scope of work in order to hire a consultant, including precisely what is expected as part of the evaluation process, and clearly defined anticipated deliverables.

Should the Commission determine that the consultant's agreement would be under \$50,000, Mr. Gessford advised that the Commission solicit information from all individuals who feel they are qualified to do the work, and conduct an informal evaluation. This will document a process that defends how one consultant was finally chosen. The Commission would be exercising due diligence by doing so, Director Ahrens added. Also, agreements could include a public agency clause so that counties and other public entities can utilize these contracts. This must be determined up front, however, since doing so would influence the RFP process.

Subgrants and MOU's

Commissioner Bishop explained when the opportunity arises for the Commission to utilize grants available through BHS, nothing more than a simple Memorandum of Understanding or project proposal will be needed between the two entities. There may be instances, however, when a subgrant may be required.

Open Comment Period

There were no comments from the public.

Review List of Action Items

Commissioner Berry noted that many of the issues on the Commission's priority listing will be resolved once it has a baseline of counties' enhanced 911 capabilities. In regard to the baseline study, Commissioner Lemm suggested the Commission review the type of information currently being accumulated by the Statewide Interoperability Executive Council (SIEC) as part of its statewide research.

Ms. Dodie Collier, SIEC Project Manager, explained that a couple of measurement instruments have been designed, and the Council is nearly done collecting and verifying the information. She offered to make those collection tools, including an on-line survey, available to the Commission to review for use as a possible model, or for possible utilization of some of the collected information.

Commissioner Baker agreed to help put together a draft scope of work to serve as the basis for designing an RFP for hiring a consultant to help identify a baseline measurement of E911 capabilities, and needs assessment by county. Commissioners Berry, Cronin, and Lemm agreed to assist Commissioner Baker by forming a Needs Assessment Committee. The Committee will report back at the next Commission meeting, January 6.

FCC Request for PSAP Information

Prior to the creation and appointment of this Commission, the Federal Communications Commission (FCC) contacted state governors indicating they would like a contact within each state to report on wireless issues, Commissioner Cronin explained. At that time, Director Charboneau was designated as that contact. Recently, he received a request for information from the FCC. Future requests will be re-directed to the Emergency Communications Commission, she said.

She explained the FCC maintains a “Public Safety Answering Points” (PSAP) registry at its website. Periodically, it contacts states to verify its information. Commissioner Baker suggested the Commission wait to update the website after it has the opportunity to hire a consultant to collect accurate state numbers and data. The Commission agreed, and Commissioner Cronin indicated she would craft a letter to the FCC explaining the Commission’s intent.

Report on National Association of State 911 Administrators

Commissioner Cronin recently attended a meeting of the National Association of State 911 Administrators (NASNA), and was very impressed with the contacts and the information she was exposed to as part of the gathering. She said 32 states are members, and 30 of those states have both Commissions and a statewide E911 Coordinator or Administrator to implement the Commission’s direction.

The meeting attendees received a briefing from the National Governor’s Association staff regarding the current funding bills in Congress. HR2898 establishes \$100 million in grant funds annually for a 5-year period, and proposes an E911 Coordinating Office, as well as criteria for funding. Senate Bill 1250 proposes \$500 million annually over 5 years, and amends the Communications Act of 1934 to require the FCC to twice annually audit states in regard to whether E911 funds have been used for purposes other than intended. Further, the bill requires states to annually attest that no E911 funds have been diverted for purposes other than those for which they were intended.

In October, Senator John Sununu placed a hold on Senate Bill 1250. The NGA predicts, she said, that if the bill does not pass when the Congress reconvenes, it will probably not

pass until interest and momentum is built-up once again, which could be quite some time. NGA and NASNA have lobbied heavily, she added, and they encouraged letters be sent to state U.S. Senators encouraging support of this bill. She distributed a draft a letter for the Commission to consider sending to Idaho's Senators.

MOTION: Commissioner Baker moved and seconded by Commissioner Beebe to request that Chairman Nancolas sign and send the letter on behalf of the Commission as presented, to Idaho's two U.S. Senators urging their support of SB1250. The motion passed unanimously.

Representatives of the NGA, FCC and the National E-911 Association (NENA) were all represented at this national meeting, she continued. One of the issues brought out during a round table discussion addressed Voice-Over Internet Transmittal in regard to 911 calls. Further, she added, there were two general conclusions from the meeting. One is that wireless E911 is not a telephone service, but a public service. Secondly, is that wireless E911 is not a local issue, but a global issue.

The FCC did ask NASNA to submit for their review a prioritized list of issues. A listing of those concerns will be distributed amongst the members upon completion. This organization would be a valuable resource to the Commission since it provides immediate and direct access to several national and complementary associations, she concluded.

MOTION: Commissioner Gainor moved and seconded by Commissioner Bishop that the Commission designate, and pay membership dues for Commissioner Cronin to be Idaho's E911 Commission delegate to NASNA. The motion passed unanimously.

Besides bringing information from a national level back to Idaho, our membership to NASNA will also aid in incorporating Idaho's perspective as part of the national picture of E911 issues, Commissioner Bishop said. It will also assist in influencing the flow of grants to our rural state.

Adjournment

MOTION: It was moved by Commissioner Baker to adjourn the November 10, 2004 Idaho E911 Emergency Communications Commission meeting at 11:25 a.m. The motion passed unanimously.

Mayor Garret Nancolas, Chairman
Idaho E911 Emergency Communications Commission

Diane K. Blume, Management Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding

~~Portion of 1% to be assessed (4 votes)~~
How to fund the “have-nots” (2 votes)
Sub-optimize by city?
~~Grant funding resources~~
Commission (ECC) funding/budget (1 vote)
Recommendation/advice on E911 spending
(ECC needs to decide scope)
Proactive to fund more than systems
(e.g. services, training, implementation)
(How will Title 31 money be used)
~~Federal funds application process~~
~~(track, assess, audit, measure)~~
Fee collection vs. ECC assistance
(City must vote in fees)
Statewide E911 procurement contracts
(Mutual needs buying power)
Conduit for funding

Systems

Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
(technical issue, project management)
Technical resources
Who defines architecture, and how do we
use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
vendors (including purchasing)

Evaluation/Assessment

What is the baseline by County (as-is) (5 votes)
Leverage Office of Disaster Preparedness survey
Evaluate current standards
Define clear criteria for needs
(System applications & funding)
Recommend model – performance indicators
Establish “to-be” baseline

Governance

~~Cooperation—PSAP representation~~
~~Know statutory responsibilities (1 vote)~~
~~ECC by laws, committees (10 votes)~~
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
(Clearinghouse for E911 assistance)
Long-term vision
(systems, organizations, processes)
Short-term tactical plan
ECC statewide representation
~~Acquire wireless representative member~~
~~Mediation Standards/Criteria~~
ECC staff support (1 vote)
Stay focused on mission
(If it’s not broken, don’t fix it.)

Education/Information

~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—whose doing what?
Message: consolidate, coordinate,
funding, standards, leverage, etc.
May conflict with autonomy.
~~Tech. Educ. of ECC members (9 votes)~~